

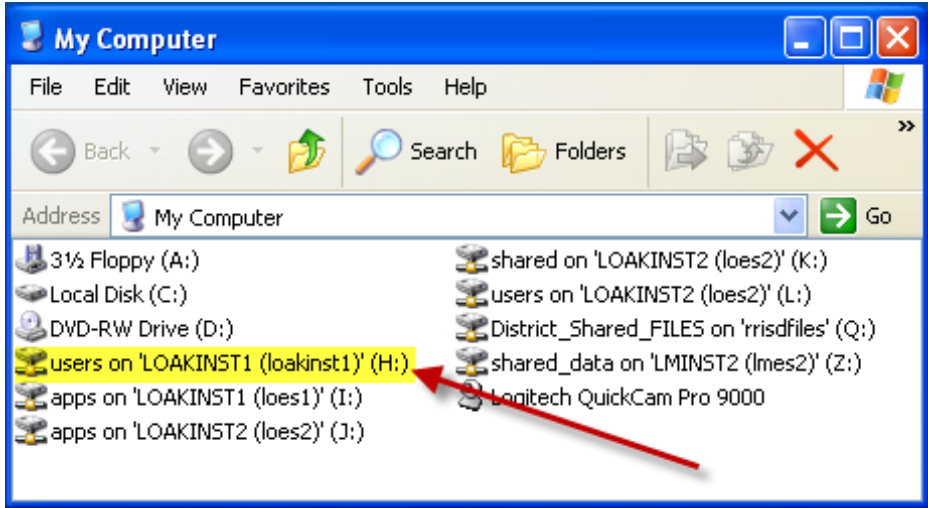
**How to transfer files properly**

I have a file located on my personal network drive (H: Drive) that I would like to transfer to the student shared folder (K: Drive).

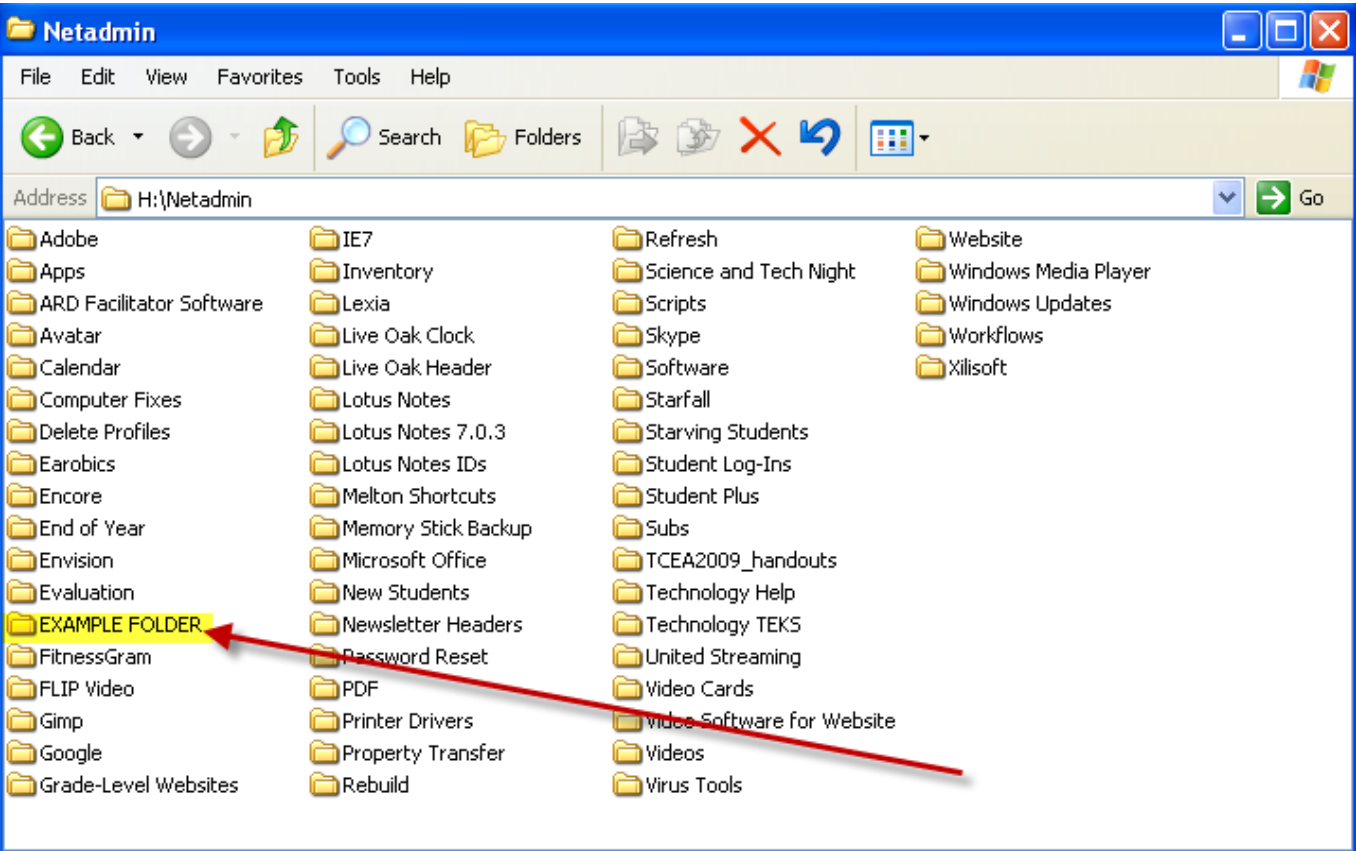
First double click on the “My Computer” icon on your desktop:



A folder list of network drives will open up. The file I am going to move is located on the H: Drive:



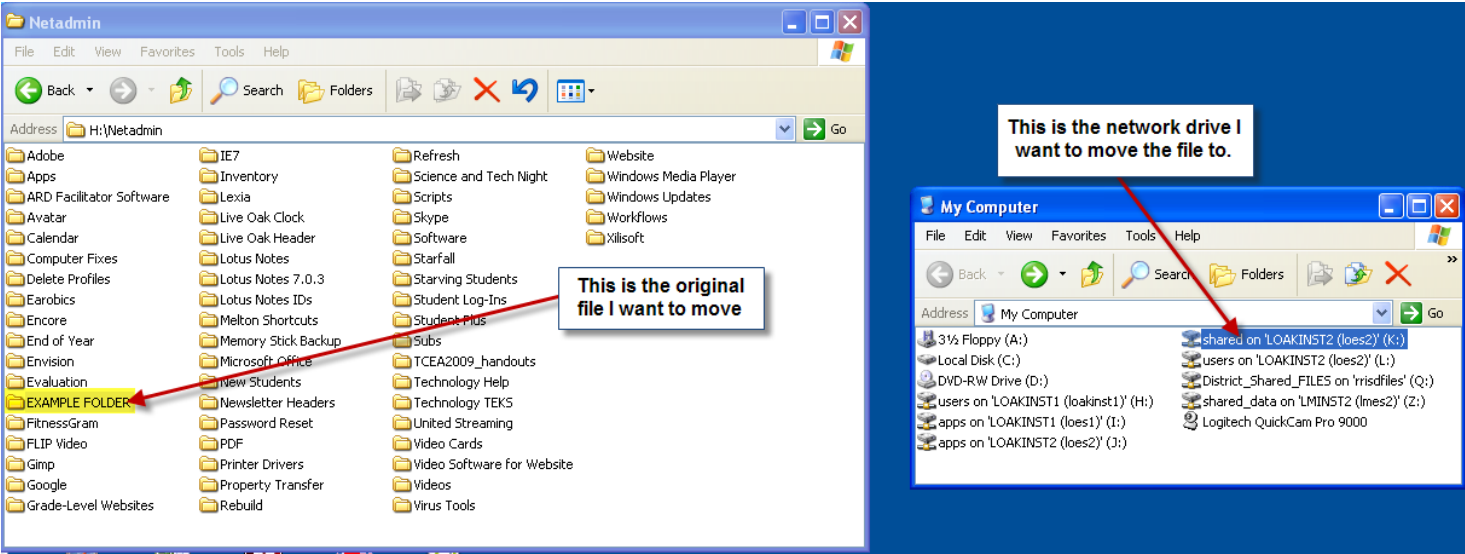
Locate the file you would like to transfer. I am going to transfer the “EXAMPLE FOLDER” to the Student Shared folder. Leave this window open with the file located just like you see it in the picture below:



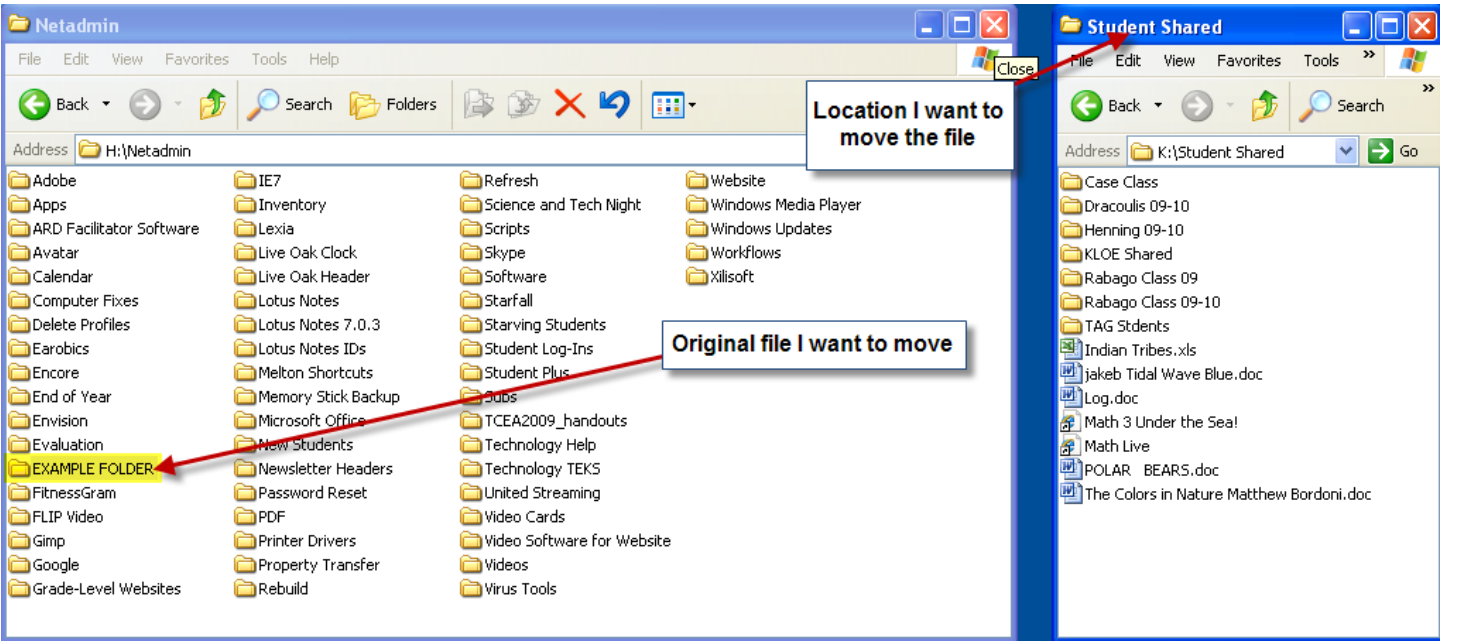
With the other window still open, double click on the “My Computer” icon on your desktop:



You should now have two windows open. One window should have the location of the original file you would like to transfer. The other window should have a list of your network paths:



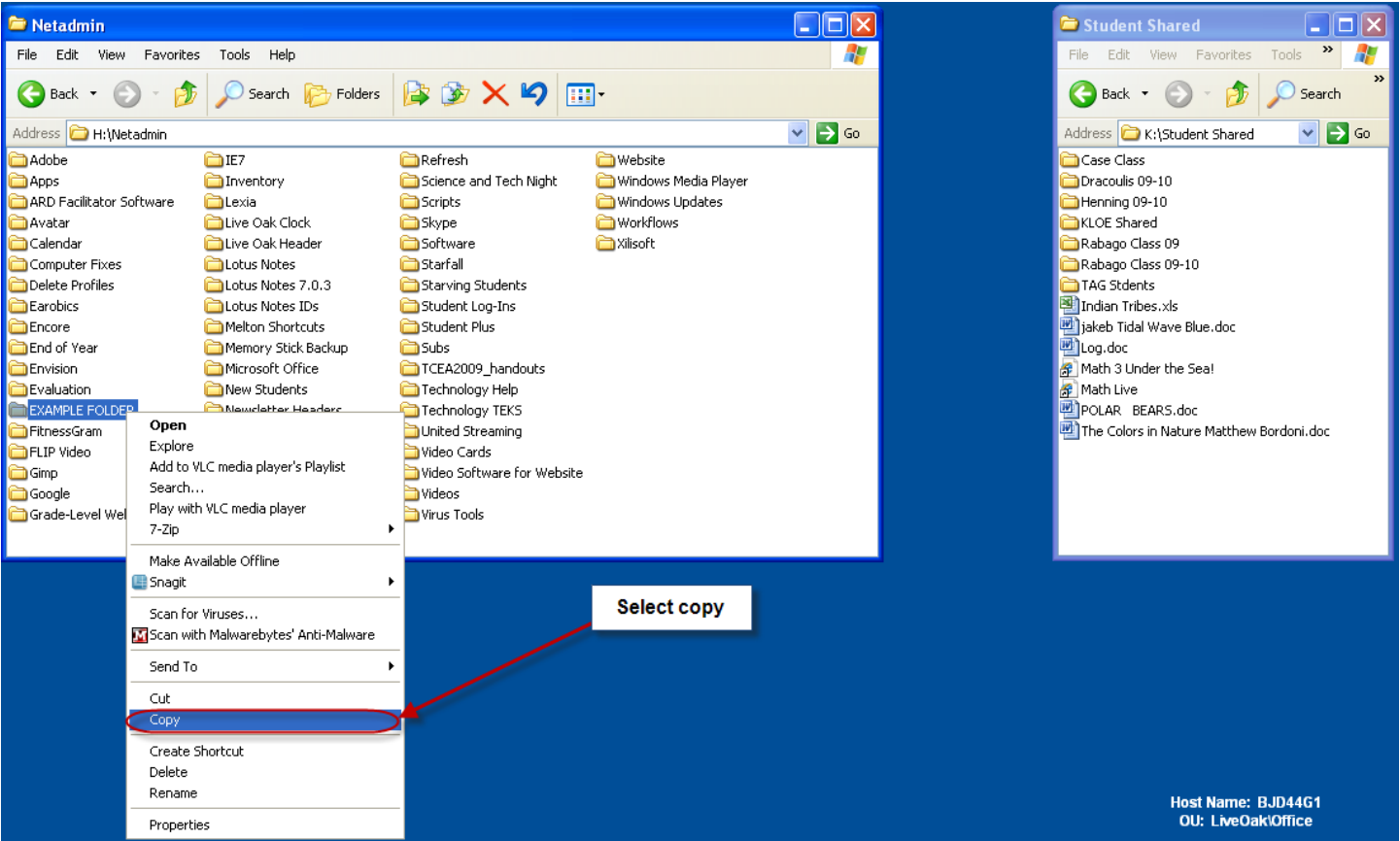
Locate the spot you would like to transfer the file in the new window you just opened that contains the list of network paths. You should still have two windows open. The spot where the original file is located and the spot you would like to move this file:



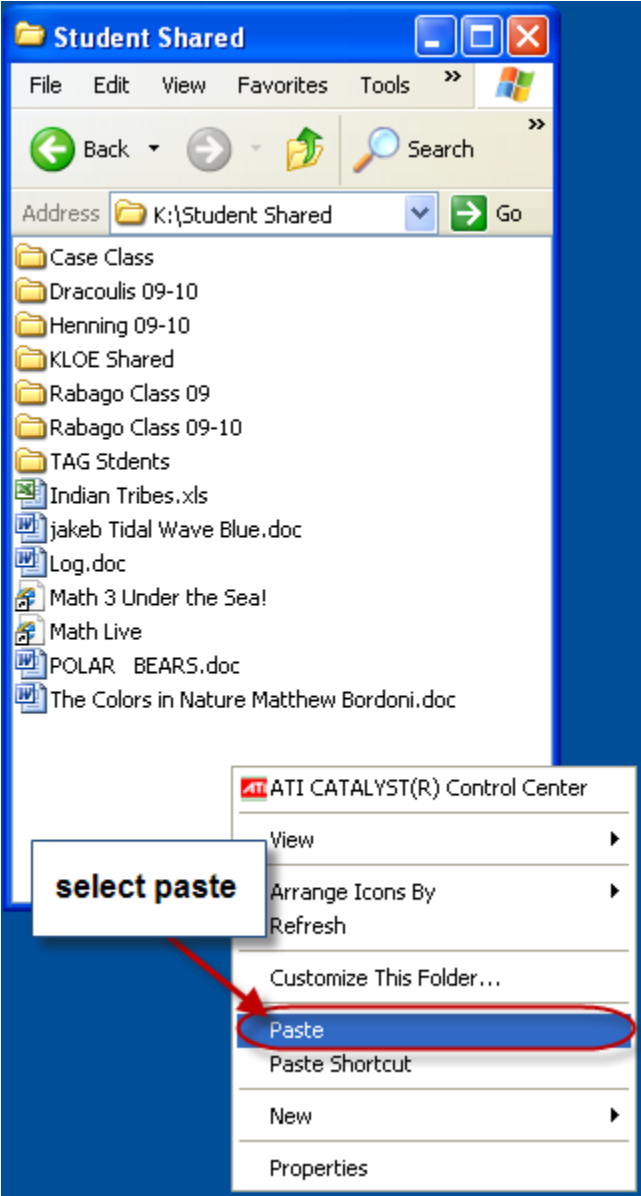
You now have a couple of options:

1. [Do you want to simply copy and paste the file? This will leave the file in the original location as well as put a copy of that file in the location you want to move the file. If you want this option, click here.](#)
2. [Do you want to cut and paste the file? This will remove the file from the original location and put it where you would like to move it instead. If you want this option, click here.](#)

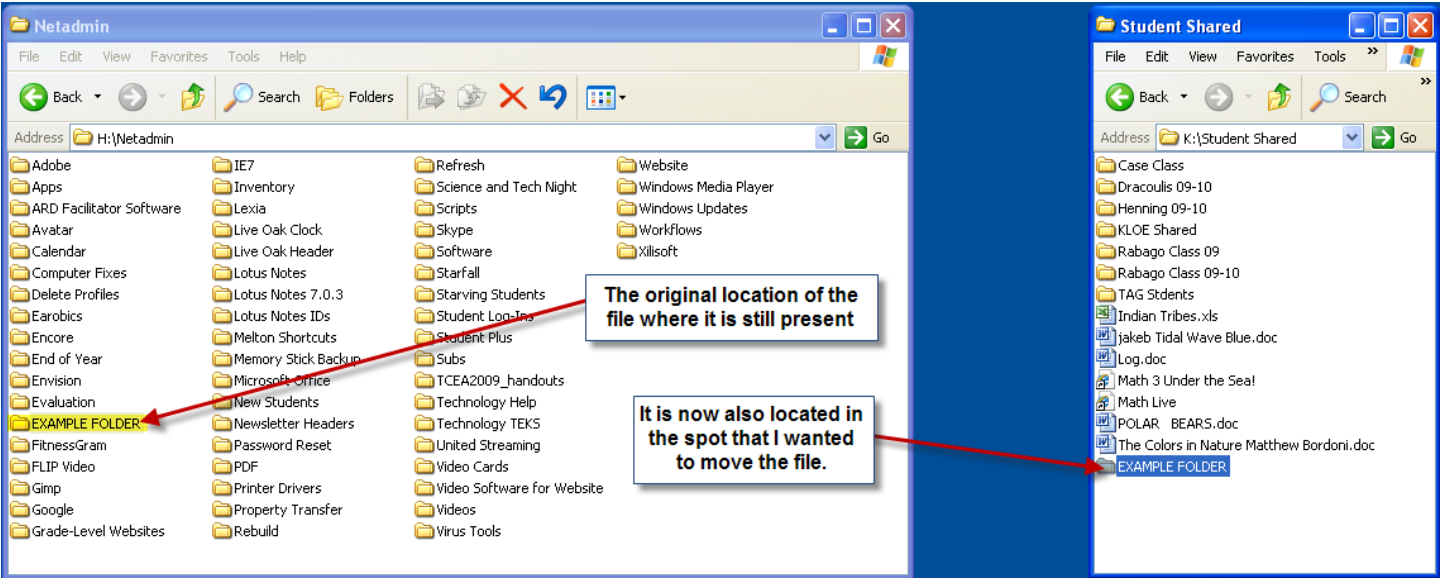
To copy and paste the file, right click on the file you would like to also have in the Student Shared folder and select copy:



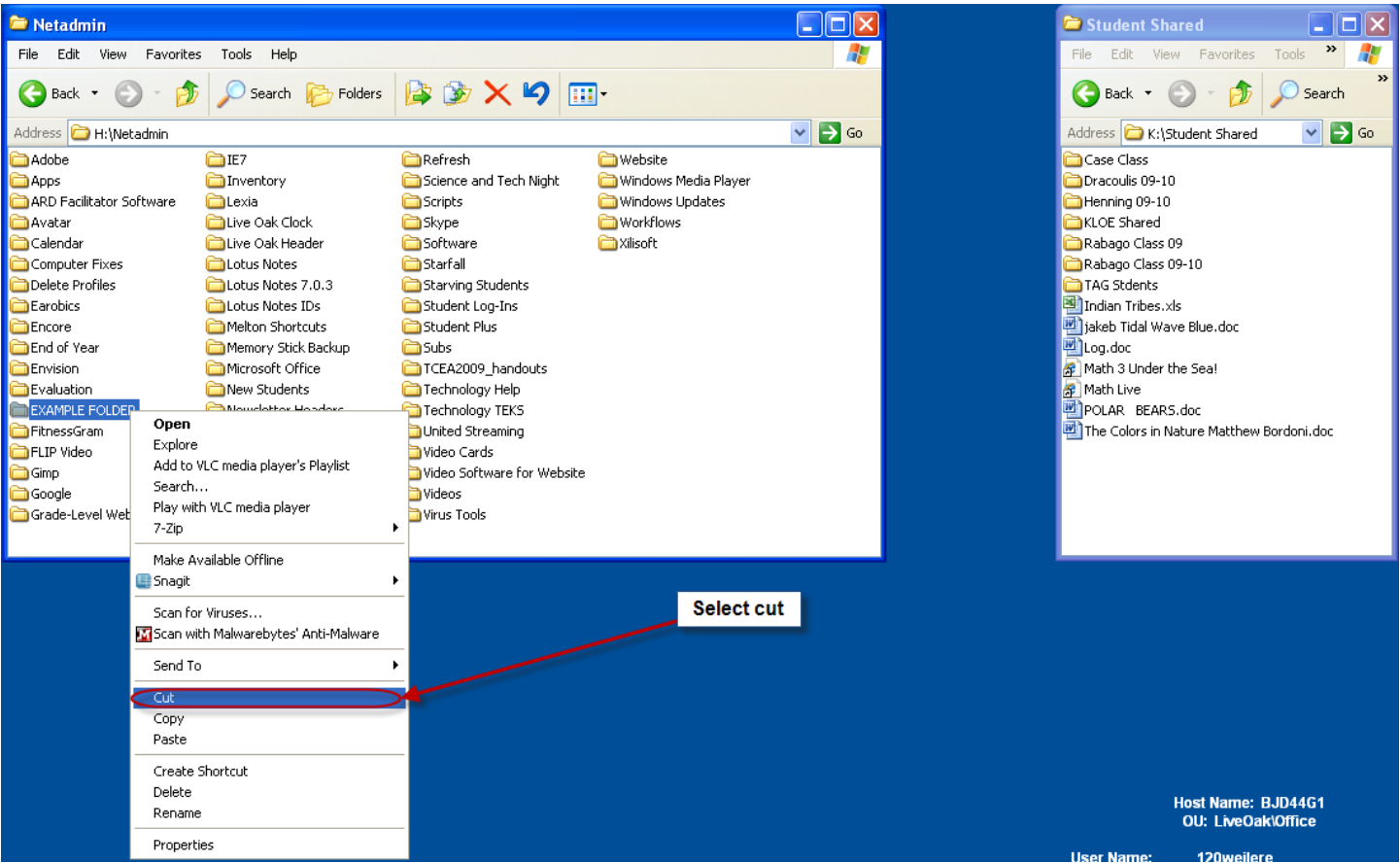
Now right click on a white spot in the folder you would like to transfer the file and select paste:



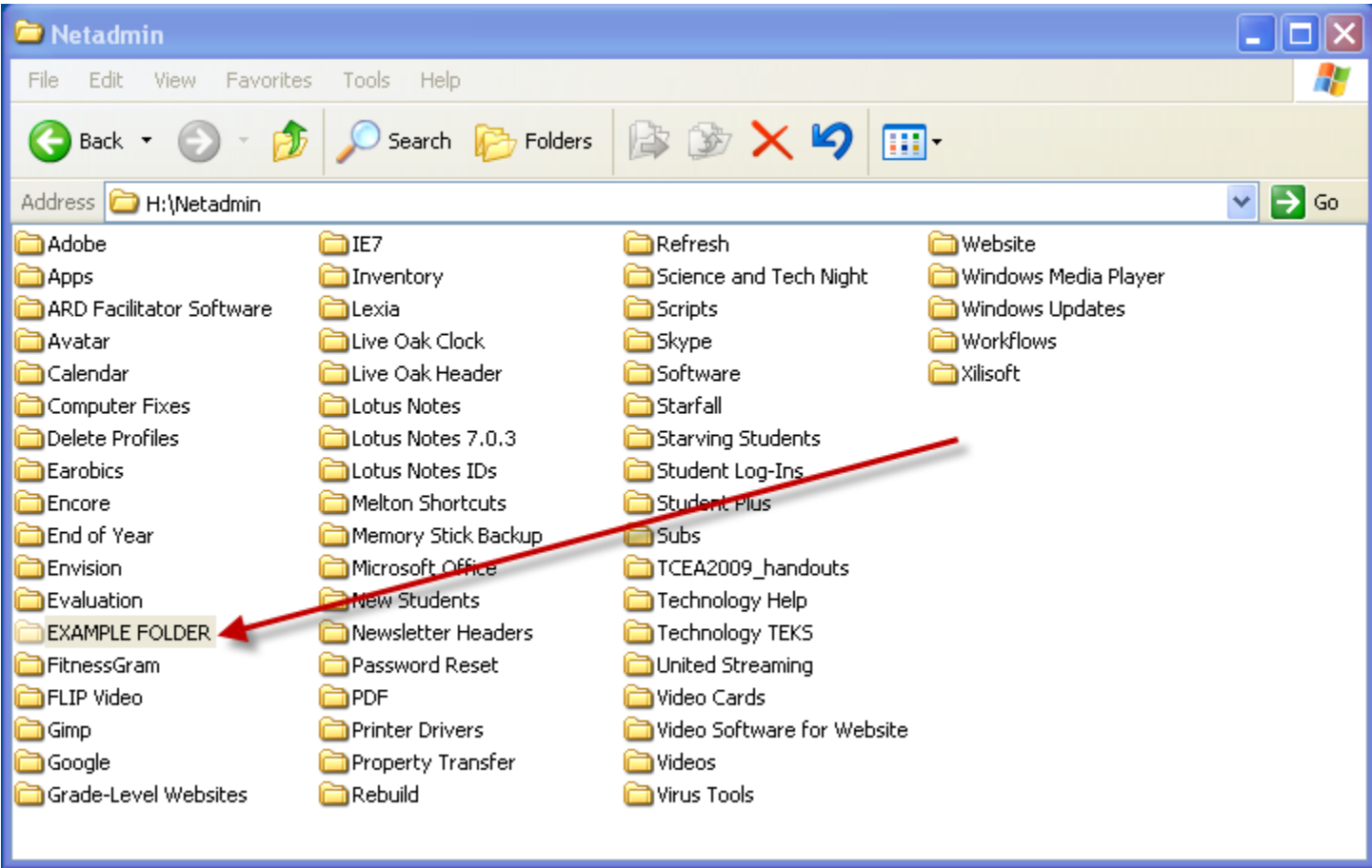
Your file transfer is now complete and the file should now be in two locations. It should be located in the original spot it was as well as the spot you wanted to move it to:



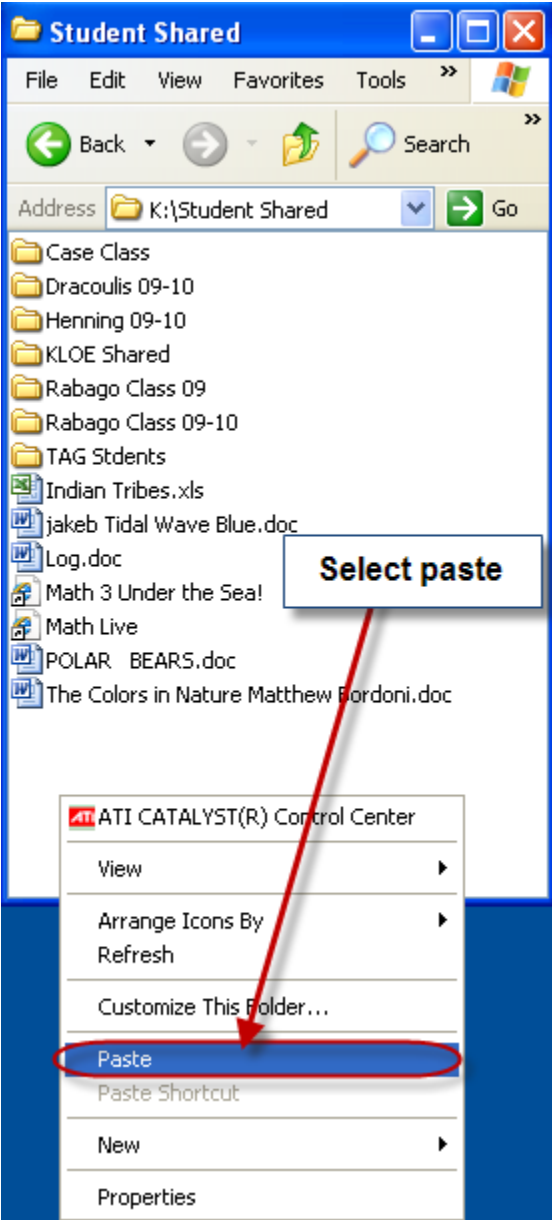
To cut and paste the file, right click on the file you would like to move to the Student Shared folder and select cut:



Once you have selected cut, you will see a faded version of the folder you are transferring:



Now right click on a white spot in the folder you would like to transfer the file and select paste:



Your file transfer is now complete and the file should now be in one location. It should now only be located in the Student Shared folder, which is where I wanted to move it:

